



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

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SUBCHAPTER 3 FAM 2930 SPECIAL SELECTION PRIORITY FOR THE DEPARTMENT'S LOCAL SURPLUS OR DISPLACED EMPLOYEES

MAJOR CHANGES

1. The 3 FAM 2932 paragraph a section a has been changed to read:
“a. The Department of State will provide special selection priority pursuant to 5 CFR 330.605 to eligible well-qualified displaced or surplus Civil Service employees ***within the meaning of 5 CFR 330.604(c)(1), (c)(2), (i)(1), of (i)(2)*** who apply for vacant positions in the Department.”

2. The 3 FAM 2932 paragraph b has been completely rewritten.

3. The 3 FAM 2932 paragraph c has been renumbered.

4. The 3 FAM 2933.1 has been revised to read:
“To be eligible for ***the*** special selection ***priority under 3 FAM 2392 paragraphs (a) and (b)***, an ***individual*** must meet all of the following conditions.”

“5 CFR 330.604(c)(1), (c)(2), (i)(1), (i)(2), or (i)(3)” has been added at the end of (1).

(4) has been modified to read:

“Occupy a position in the same local commuting area as the vacancy ***or occupy a position beyond the local commuting area. An eligible agency applicant outside of the local commuting area, however, can only exercise selection priority when there are no eligible surplus and displaced agency employees within the local commuting area who apply and are found well-qualified.***”

(6) now reads “***Provide proof of eligibility as required under 5 CFR 330.608(a)(2); and.***”

5. The 3 FAM 2933.2 has been modified to read: "Eligibility for special selection priority begins on the date the Department issues **the employee** the RIF separation notice, **certificate of expected separation, notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, or other official agency** certification identifying the employee as being in a surplus organization or occupation, whichever is earliest (**see 5 CFR 330.605(b)**).

6. The 3 FAM 2933.3 has been modified as follows.
The exiting text has been designated as paragraph a.

(a) (1) has been modified to read:

"(1) The RIF separation date, **the date of the employee's resignation from the agency, or the date of separation under adverse action procedures for declining a directed reassignment or transfer of functions to another local commuting area; or**"

(a)(2) has been modified to read:

(2) Cancellation of the RIF separation notice, *certificate of expected separation, notice of proposed removal for declining a directed reassignment or transfer of function outside the commuting area or other official agency* certification identifying the employees a surplus; or"

(a)(3) has been modified to read:

"When an eligible employee receives a career, career-conditional, or excepted appointment without time limit in any agency at **any grade level**":

The 3 FAM 2933.3 paragraph b is a new paragraph.

7. The 3 FAM 2934 has been modified as follows:

The existing text has been designated as paragraph a and has been modified to read as follows:

"a. Except as provided in **5 CFR 330.606(d), when** filling vacancies within the Department, a Bureau or Office must select an employee eligible under this Program before selecting any other candidate from within or outside of the agency."

Paragraph b is a new paragraph.

8. The 3 FAM 2934.1 has been modified to read as follows: "PER/CSP will **take reasonable steps to ensure that** eligible employees **are notified** of all Department vacancies and the requirements for them to be determined well-qualified for the vacancy."

9. The 3 FAM 2934.2 has been modified as follows:

The bullets have been renumbered (1) through (5); (1) has been revised to read:

(1) Meets the **basic** qualification **standards** and eligibility requirements for the position, including any medical **qualifications, suitability,** and minimum educational and experience requirements **and'**

(2) contains new language and two sub-sections: (i) and (ii).

10. The 3 FAM 2934.3 has been modified by omitting the former paragraph d, and redesignating former paragraphs e through g as paragraphs d through f.

11. The 3 FAM 2934.4 has been modified by designating the existing text as paragraph a and now reads as follows:

“a. Whenever an eligible employee is determined not to be well-qualified, an independent second review of the determination will be conducted and documented in writing by a subject-matter expert, at or above the grade level of the vacancy, or a qualified personnel specialist who did not serve as a member of the rating panel.”

Paragraph b is a new text.

12. This subchapter applies only to Civil Service employees of the Department of State. It was prepared by PER/CSP.

13. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

14. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the text of the old 3 FAM 2930, (issued under TL:PER-322, dated 8-2-1996; 6 pages total) and replace it with the attached revised subchapter 3 FAM 2930 (6 pages total).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-344, and initial.

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(PER/CSP)